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ABSTRACT

Twenty-six elementary teacher competencies are listed in this catalog. For each competency, indicators of proficiency are listed in terms of the teacher's behavior, learner activities, and products of the learner. The competencies are divided into six general categories: (a) diagnosis and prescription; (b) instructional planning and evaluation; (c) cooperation with students and other school personnel; (d) physical, mental, and social-emotional behavior; (e) professionalism and professional development; and (f) supervisory, administrative, and communications skills. (HMD)

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COMPETENCY BASED EDUCATION CENTER
COLLEGE OF EDUCATION
UNIVERSITY OF GEORGIA
ATHENS 30602

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Selected Generic Competencies with Indicators for Elementary Teachers

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1.01 Determines the instructional needs of learners.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Designs and uses teacher-made diagnostic tests.
2. Administers and interprets standardized diagnostic tests.
3. Gathers and interprets information on individual differences among learners. (e.g. interests, values, cultural and socio-economic background).
4. Observes and records learners performance in daily instructional tasks.
5. Analyzes learner's performance to determine level of mastery.
6. Consults with other teachers and specialists about instructional needs of learner.
7. Discusses with learner his instructional needs.
8. Assists learner in defining his educational objectives.

Indirect Indicators

The Learner

Activities

1. Successfully performs instructional tasks.
2. Consults with teacher about instructional needs.
3. Defines his educational objectives.

Products

1. Completed teacher-made diagnostic tests.
2. Completed standardized diagnostic tests.
3. Cumulative folder of records.

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1.02 Employs a variety of teaching strategies.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Uses flexible large and small group work for instructional purposes.
2. Provides programmed instruction, games and simulation experiences.
3. Uses individualized instruction techniques.
4. Identifies and asks a variety of types of questions.
5. Prepares and uses demonstration materials and lessons.
6. Provides and maintains learning centers.
7. Keeps physical facilities flexible for different instructional experiences.
8. Provides repetition and drill work as necessary.
9. Provides opportunities and materials for pupil's self-instruction and enrichment.
10. Encourages use of resource materials from library, etc.
11. Encourages use of resource people.
12. Plans field trips for instructional purposes.
13. Encourages pupils to help each other in learning activities.
14. Encourages pupil projects (e.g., creative dramatics, exhibits, art work.)

Indirect Indicators

The Learner

Activities

1. Works at learning centers.
2. Gathers resource materials from library (and other sources).
3. Consults resource people for instructional purposes.

Products

1. Projects completed at learning centers.
2. Collection of resource materials.

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1.03 Creates and manages an environment conducive to learning.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Organizes resources and materials for effective instruction.
2. Plans for routine tasks (taking roll, collecting money, sharpening pencils, etc.)
3. Sequences learning activities and experiences effectively.
4. Establishes motivation for learning.
5. Plans activities with the learner.
6. Uses positive reinforcement techniques with learners.
7. Manages disruptive behavior effectively.
8. Reacts with sensitivity to the needs and feelings of others.
9. Appropriately monitors learners' interactions.
10. Places materials in locations that are accessible to the learner.
11. Encourages learner to identify and manage routine tasks themselves and to monitor their own task completion.
12. Uses routine tasks as learning experiences for pupils.
13. Provides an open, non-threatening atmosphere in which the learner feels free to respond to questions and to ask questions.
14. Responds acceptingly and appropriately to learners' answers, feelings and attitudes.
15. Makes every learner feel successful.

Indirect Indicators

The Learner

Activities

1. Actively uses the facilities and resources of the learning environment.

Products

None

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1.04 Evaluates learner performance.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Consults with other teachers and specialists about learner's performance.
2. Keeps records of attendance.
3. Administers and interprets standardized achievement tests.
4. Administers and interprets teacher-made achievement tests.
5. Checks learner's written work.
6. Discusses learner's work with him to provide feedback to him.
7. Holds parent-teacher conferences to discuss learner performance.
8. Through observation, identifies skills that need to be taught or refined.

Indirect Indicators

The Learner

Activities

None

Products

1. Completed achievement tests.
2. Records of parent conferences.

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1.05 Uses a variety of audio-visual equipment. (Audio-visual refers to equipment and materials used for communication in instruction).

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Maintains and uses overhead projector and transparencies in instruction.
2. Maintains and uses film projector and films in instruction.
3. Maintains and uses filmstrip projector and filmstrips in instruction.
4. Maintains and uses tape recorder, tapes and headsets in instruction.
5. Maintains and uses phonograph and records in instruction.
6. Maintains and uses slide projector and slide sets in instruction.
7. Uses opaque projector in instruction.
8. Maintains and uses radio in instruction.
9. Maintains and uses camera in instruction.
10. Uses screens in instruction.
11. Uses educational television programs in instruction.
12. Uses vertical file materials in instruction.
13. Uses models, exhibits and specimens in instruction.
14. Uses displays in instruction.
15. Uses mimeograph, xerox and other duplicating processes to prepare instructional materials.
16. Uses maps and charts in instruction.

Indirect Indicators

The Learner

Activities

1. Uses filmstrip projector and filmstrips for self-instruction.
2. Uses tape recorder, tapes and headsets for self-instruction.
3. Uses phonograph and records for self-instruction.

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4. Uses radio for self-instruction.
5. Views television programs for self-instruction.
6. Uses vertical file materials for self-instruction.
7. Uses models, exhibits and specimens for self-instruction.
8. Uses displays for self-instruction.
9. Uses duplicated instructional materials for self-instruction.
10. Uses camera for self-instruction.
11. Uses maps and charts for self-instruction.

Products

1. Pupil-made filmstrips.
2. Pupil-made tapes.
3. Pupil-made models.
4. Pupil-made exhibits and displays.
5. Pupil-made photographs.
6. Pupil-made duplicated instructional materials.
7. Pupil-made maps and charts.

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1.06 Performs ancillary tasks essential to learning.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Checks and adjusts room temperature and lighting.
2. Keeps room neat and clean.
3. Orders adequate supplies.
4. Interprets school and safety rules for learners.
5. Supervises playground activities.
6. Collects fees for milk, supplies, etc.
7. Conducts fire drills.
8. Checks for proper ventilation.
9. Performs lunchroom duty, bus duty, etc.

Indirect Indicators

The Learner

Activities

None

Products

None

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2.01 Plans learning activities for individuals and small groups.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Employs a variety of criteria by which to group learners.
2. Provides equipment and materials for group and/or individual use.
3. Plans special projects for individuals.
4. Provides planned activities for individuals and/or groups of learners.
5. Sets up learning centers to accommodate small group and/or individual work.

Indirect Indicators

The Learner

Activities

None

Products

1. Projects completed by working individually and/or in groups.

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2.02 Plans a comprehensive instructional program for the learners under his supervision

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Identifies class and individual learner's objectives.
2. Organizes instruction and learning activities around the stated objectives.
3. Evaluates progress towards attaining objectives.
4. Provides learners with alternative materials and learning activities.
5. Utilizes remedial materials and activities throughout instruction.
6. Analyzes learner feedback to revise activities and plans.
7. Plans daily lessons.
8. Makes long-range plans.
9. Includes use of resource persons and special resource material in lesson plans.

Indirect Indicators

The Learner

Activities

1. Provides feedback concerning instructional program.
2. Works with teacher to identify class and individual objectives.

Products

None

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2.03 Selects and/or prepares learning materials for the instructional program.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Refers to catalogs, files, etc. to select materials.
2. Obtains textbooks and other resource books for use in instructional program.
3. Procures language, math, science, social studies, etc. kits for use in instructional program.
4. Gathers audiovisual materials for use in instructional program.
5. Orders paper, pencils and other supplies needed for instructional program.
6. Selects programmed instructional materials, simulation activities, games, etc. for use in instructional program.

Indirect Indicators

The Learner

Activities

1. Consults with teacher in selection of learning materials.
2. Helps teacher develop materials for use in instructional program.

Products

1. Pupil-made learning materials.

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2.04 Evaluates the effectiveness of the instructional program.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Analyzes the results of school-wide and system-wide achievement testing.
2. Evaluates the instructional program in terms of the written objectives of the program.
3. Discusses the program with reading, art, music, physical education, etc. specialists and supervisors.
4. Continually uses learner feedback (verbal and nonverbal) to assess effectiveness of instructional program.
5. Gathers parent and community opinions of the effectiveness of the program.
6. Keeps records relevant to assessing learner's progress (report cards, sample workpapers, checklists, tests, etc.).

Indirect Indicators

The Learner

Activities

1. Provides teacher with feedback concerning the effectiveness of the instructional program.

Products

None

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2.05 Participates in educational development and revision activities at the local level.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Identifies goals and objectives of school.
2. Participates on various faculty committees (curriculum development, self-study program, etc.).
3. Attends inservice training sessions and professional conferences.
4. Participates in faculty, grade level, and school system meetings.
5. Reads professional journals and articles.
6. Participates in professional organizations.

Indirect Indicators

The Learner

Activities

None

Products

None

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3.01 Creates effective social interaction among the learners under his supervision

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Displays appropriate enthusiam while working with learners.
2. Displays tact, poise and confidence while working with learners.
3. Is consistently patient, sympathetic and understanding while working with learners.
4. Provides direction appropriate to the learner's levels of social development.
5. Seeks to find ways to help the learners to develop social maturity.
6. Assists learners in cooperative play.
7. Shares conversation with learners.
8. Carries out personal commitments made to learners.
9. Interprets experiences so as to better understand learners.
10. Guides pupils into perceiving and exploring alternate solutions to interpersonal relationships.
11. Creates opportunities for the child to observe various interaction processes.
12. Initiates observation and discussion of the types of interactions, the role patterns and the cues to the interaction process.
13. Initiates observation of the changes stemming from interaction.
14. Provides media dealing with the interaction process to increase the learner's understanding.
15. Assists learner in applying his understanding to an interaction process in which the learner is a part.
16. Evaluates the child's understanding of what is interaction and of what happers during interaction.
17. Creates inquiry into the needs of humans and into what needs the interaction process meets.

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3.01 -- Continued

Indirect Indicators

The Learner

Activities

1. Shares conversation with others.
2. Encodes and decodes information exchanged.
3. Is receptive of others in all areas.
4. Empathizes with others.
5. Carries out personal commitments.
6. Explores alternate courses of action.
7. Is aware of the interaction process.
8. Recognizes and labels types of interaction patterns.
9. Discriminates role patterns.
10. Is aware of and recognizes cues indicative of the interaction process.
11. Is aware of the possibilities of changing others through the interaction process.
12. Predicts and evaluates the outcome of interaction processes.
13. Combines his evaluation of self, others and the non-person world in the process of interaction.
14. Listens to others.
15. Utilizes what he learns from others in responding to them.
16. Varies and controls his responses.
17. Helps to maintain or to discontinue the interaction process as needed.
18. Re-evaluates his behavior and his norms in terms of the interaction process and changes himself when necessary.

Products

1. Teacher's evaluative reports on learner's social interaction (observational reports, report cards, sociometric instruments, etc.)

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3.02 Works cooperatively with subordinates, co-workers and supervisors.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Provides a positive influence towards harmonious staff relations.
2. Consistently follows through on everything undertaken, knowing when and where to get help.
3. Constantly concerned with present knowledge and trends in the profession and seeks to discuss such matters fairly and analytically with staff members.
4. Consults with other teachers and specialists.
5. Directs the activities of aides and teaching assistants.
6. Shows understanding of the responsibilities and appreciation of the achievement of other staff members.
7. Reacts professionally to ideas which vary from his or hers.

Indirect Indicators

The Learner

Activities

None

Products

None

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3.03 Works cooperatively with parents and other community members.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Seeks opportunities to learn from and work with parents to promote the development of their children.
2. Helps parents understand the progress of their child and the program of the school.
3. Reacts professionally to parents who are dissatisfied with some aspect of the school's program.
4. Reacts professionally to people who differ in such things as ability, race, creed, ways of thinking and behaving.
5. Is aware of the reactions of parents and other community members to the school's programs.
6. Maintains good public relations.
7. Speaks to lay groups when requested.
8. Explains school programs to visitors.
9. Writes and distributes newsletters, brochures and announcements.
10. Interprets local cultural patterns and values to personnel.
11. Communicates with parents about positive activities of students, not just when there is a problem.
12. Tailors instruction to utilize community resources.
13. Refrains from criticizing professional colleagues in public.
14. Conducts parent conferences, group meetings and home visits.

Indirect Indicators

The Learner

Activities

None

Products

None

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4.01 Demonstrates physiological attributes essential for teaching.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Displays physical endurance and stamina.
2. Uses forceful, flexible and well modulated voice quality.
3. Uses verbal and nonverbal language effectively.
4. Maintains good physical health.

Indirect Indicators

The Learner

Activities

None

Products

None

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4.02 Demonstrates responsible behavior.

PERFORMANCE INDICATORS

Direct Indicators

The teacher

1. Willingly accepts responsibility in appropriate situations.
2. Carries through with responsibilities once they have been assumed.
3. Exhibits dependability.
4. Is alert to the responsibility for recognizing and meeting the physical needs of the class.
5. Deals constructively with emergencies and other unforeseen interruptions.
6. Consistently observes school policies and other legal regulations.

Indirect Indicators

The Learner

Activities

None

Products

None

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4.04 Demonstrates acceptable social-emotional behavior with others.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Displays sincerity.
2. Displays fairness.
3. Displays consistency.
4. Displays flexibility.
5. Displays patience.
6. Exhibits a positive attitude towards others.
7. Is aware of and is able to cope with prejudices.
8. Uses a friendly but professional approach.
9. Demonstrates understanding for others.
10. Exhibits and appreciates a sense of humor.
11. Accepts the feelings and behaviors others have as meaningful to them whether or not it is desirable from his or her own point of view.
12. Displays concern for learner's interests and needs.
13. Is fully commited to helping each learner realize his or her fullest potential.
14. Is honest with himself or herself and others.
15. Is rational in handling problems.
16. Avoids favoritism among children.
17. Uses democratic principles.
18. Uses knowledge of child development while interacting socially with learners.

Indirect Indicators

The Learner

Activities

None

Products

None

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4.05 Uses logical thought processes.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Uses effective logical approaches to solve diverse kinds of problems.
2. Evaluates alternative solutions to problems.
3. Generalizes solutions.
4. Infers results.
5. Estimates probability.
6. Exhibits a knowledge of language.
7. Accepts and profits from constructive criticism.

Indirect Indicators

The Learner

Activities

None

Products

None

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5.01 Promotes conditions that provide for the welfare of individual professional workers.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Utilizes employment procedures ethically.

2. Maintains membership in professional organizations and/or union.

3. Provides current answers to questions concerning provisions for the welfare of individual professional workers (salary schedules, health and accident, insurance, etc.)

4. Expresses opinions on issues relating to the welfare of professional workers and offers a rationale based on principles.

Indirect Indicators

The Learner

Activities

None

Products

None

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5.02 Promotes conditions which provide for the welfare of the profession.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Expresses a consistent, dynamic philosophy of education.

2. Promotes support of the code of ethics of the teaching profession.

3. Participates actively in professional organizations.

Indirect Indicators

The Learner

Activities

None

Products

None

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5.03 Accepts accountability for fulfilling those institutional (school) expectations (goals, objectives) as defined by the society that supports these institutions.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Accepts accountability to his or her profession for his or her performance as a teacher.

2. Promotes society's expectations of the schools and vice versa.

3. Abides by the laws governing education.

4. Participates in decision making as regards current issues of education.

Indirect Indicators

The Learner

Activities

None

Products

None

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5.04 Seeks to improve in his teaching competence.

PERFORMANCE INDICATORS

Direct Teachers

The Teacher

1. Practices learning as a continuing process.
2. Utilizes sources of current and new professional knowledge.
3. Continuously evaluates his or her own teaching procedures with a view towards self-improvement.
4. Views videotapes of his teaching to analyze certain aspects of his teaching style.
5. Uses coded instruments to analyze classroom interaction (checklists, interaction analysis, etc.)
6. Uses tape recordings of classroom procedures to study questioning procedures and other relevant verbal interaction.
7. Observes other teacher's techniques.
8. Devises a formal plan for professional growth and works towards it.
9. Actively involved in in-service training.
10. Asks peers and superior to evaluate his work and make detailed suggestions.

Indirect Indicators

The Learner

Activities

None

Products

None

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6.01 Supervises the activities of auxillary personnel.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Uses teacher aides effectively.

2. Uses parent and other community volunteers effectively.

Indirect Indicators

The Learner

Activities

None

Products

None

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6.02 Performs clerical activities.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Prepares routine statistical reports.
2. Orders, files and catalogs supplies and equipment.
3. Records data on pupil personnel records.
4. Makes appointments for conferences.
5. Types and duplicates materials.

Indirect Indicators

The Learner

Activities

None

Products

None

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6.03 Operates equipment supportive of instruction.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Operates audeo-visual equipment.
2. Operates duplication equipment.
3. Exercises routine care of equipment.
4. Prepares audeo-visual materials (transparencies, etc.)

Indirect Indicators

The Learner

Activities

None

Products

None

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6.04 Performs communication skills.

PERFORMANCE INDICATORS

Direct Indicators

The Teacher

1. Writes in manuscript on worksheets, chalkboards and charts.

2. Writes in cursive on worksheets, chalkboards and charts.

3. Draws stick figures to depict a simple narrative.

4. Plays a simple melody on a musical instrument (i.e. one hand on a piano, using an autoharp, recorder, or some other simple musical instrument.)

Indirect Indicators

The Learner

Activities

None

Products

None